

**Payroll/Insurance Specialist II**  
**New Hanover County Schools**

**Job Description**

**Class:**       **Classified**  
**Division:**   **Finance**

**TITLE:**                   **Payroll/Insurance Specialist II**

**QUALIFICATIONS:**

1. Associates or Bachelor's degree in Business, Accounting or an equivalent preferred, or equivalent combination of education and experience.
2. Strong accounting skills; proficient computer skills especially with spreadsheets, word processing, and financial software; effective communication skills; and the ability to work independently.
3. Five years or more of work experience involving financial operations in a business or school system preferred.

**REPORTS TO:**           Payroll Supervisor

**JOB GOAL:**            To process and reconcile monthly payroll deduction payables, maintain supporting deduction files, manage Affordable Care Act ("ACA") reporting requirements, and assist in coordination and processing of payroll.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Assist Payroll Supervisor in coordination and processing of payroll.
3. Maintain employee and payroll system files related to employee deductions.
4. Contact point for employee insurance payments while on Leave of Absence.
5. Reconciliation of employees' insurance deductions and associated liability accounts to the insurance vendor invoices on a monthly basis.
6. Process all monthly insurance payables and employee refunds that are sent to NHCS from the insurance vendors.
7. Maintain appropriate spreadsheets to provide support for payroll for insurance changes.
8. Provide accounting support, research, and analysis for Payroll. Assist payroll with special projects as needed.

9. Assist employees with questions concerning their insurance deductions.
10. Prepare the monthly Initial Lookback reports for new hires, and the annual Standard Lookback report in accordance with the ACA guidelines.
11. Prepare the annual 1095C schedules to be distributed to employees to comply with ACA reporting.
12. Prepare the year-end insurance audit work papers, validating the balances in the insurance liability accounts.
13. Additional duties as assigned by the Payroll Supervisor.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 73

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with NHCS employees and central office staff.
- Maintain a strong working relationship with the NHCS Benefits department.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs, with a strong proficiency in Excel and Google Suite.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, and meet specific standards, and ability to work independently.
- Ability to work as a team player assisting multiple central office departments and divisions.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.